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WAR FOOD ADMINISTRATION
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U. S. DEPARTMENT OF AGRICULTURE

CIVILIAN FOOD REQUIREMENTS BRANCH MEMORANDUM NO. 4C - 1

To: Regional Directors

From: Leonard R. Trainer, Assistant Chief

Subject: District and Local Food Distribution Advisory Committees

To secure closer cooperation between Government and the food distribution trades and thus to aid in the solution of wartime distribution problems, existing food advisory committees have been reconstituted as Food Distribution Advisory Committees by Director's Memorandum No. 7, Revision 2. In working toward this objective the following pattern is to be followed:

1. Responsibility for Committee Programs

- (a) The Civilian Distribution Division of the Civilian Food Requirements Branch shall be responsible for the direction of Food Distribution Advisory Committee Programs in the field.
- (b) Regional Directors shall proceed at once to organize District and Local Food Distribution Advisory Committees, either reconstituting existing food advisory committees or setting up new committees where that is necessary. It is important that committees be built up and strengthened to provide a means of close cooperation and for two-way discussion and information on food distribution problems, and to utilize the experience and service of key distributors in meeting wartime food distribution problems.

2. District and Local Food Distribution Advisory Committees

There shall be a District or Local Food Distribution Advisory Committee for each major wholesale grocery trading area of each State; or for such other district or local basis as proves most suitable. In some States one representative committee may function for the entire State. In other States it may be necessary to set up two or more district or local food advisory committees in order to secure adequate State-wide representation and coverage.

3. Membership and Size of Committees

Committees shall be of the membership and size as specified in Director's Memorandum No. 7, Revision 2.

4. Committee Officers

The District Supervisor, or qualified members of his District staff, shall be designated as Government chairman and vice chairmen of District and Local Food Distribution Advisory Committees. It is essential that the vice chairman also be a representative of Government, since a decision of the Attorney General of the United States makes it mandatory that no such committee shall at any time be composed exclusively of persons outside Government. The secretary shall be selected from the membership of the committee to assist the Government chairman in carrying on the committee program. Subcommittees or task groups for specific assignments may be appointed as needed from the membership of the committee or from other sources as advisable.

5. Committee Meetings

The Washington Branch will offer specific suggestions to the Regional Divisions as guides for District and Local activities arising out of a continuing month-to-month program.

Committees should meet at least once a month at a set time and at intervals to be determined by the membership as a whole.

6. Minutes and Records of Committee Meetings

Secretaries of committees shall be responsible for maintaining accurate minutes of committee deliberations, together with a record of specific recommendations made by committees. Two summary copies of minutes, reports, and recommendations of committee members shall be sent immediately to regional offices, which, in turn, shall forward one copy to the Washington Branch.

7. Action on Committee Recommendations

Upon taking appropriate action on committee recommendations, the Regional Division shall indicate to the Washington Branch those points concerning which further information or action is required on the part of the Washington Branch.

8. Committee Programs

Programs in which District and Local Food Advisory Committees can assist include:

- (a) Report of commodity supply situation and analysis of retail movement of rationed foods, with recommendations on point value changes.

- (b) Information on critical local distribution problems (shortages, maldistribution, transportation, storage, manpower, etc.), to assist the Branch in presenting claims for civilian food requirements.
- (c) Development of local merchandising and sales programs on foods in plentiful supply, or foods on which, for any reason, special selling efforts are needed.
- (d) Service as a clearing house for receiving and distributing information on distribution - as a two-way flow of information between local distributors and the Office of Distribution, War Food Administration, on immediate and long-term distribution needs.
- (e) General: Additional supplementary programs related to distribution will be sent to Committees from time to time for their consideration and action.

LRT

